

CARE INTERNATIONAL ROSTER FOR EMERGENCY DEPLOYMENT (CI RED)

TERMS OF REFERENCE – CONTRACTS, GRANTS AND PARTNERSHIP

Purpose / Role

This position is a CO Emergency Program team member who is responsible for integrating both financial and programmatic achievements against donor requirements when planning and monitoring for compliance. This position is responsible for supervising the information/knowledge management staff and coordinates the processes for centralizing financial and programmatic, including M&E and partnerships in the emergency response.

This position supervises and ensures active linkage of his/her supervised units (Finance, G&C, Information management) with the Team Leader and Staff, to help the Program meet project objectives and donor requirements.

Specific responsibilities include but are not limited to working closely with program staff and other stakeholders in the proposal development process, grant start up processes and orientations, ensuring good monitoring and reporting (for internal and donor use), setting appropriate communication/coordination systems in place with different stakeholders, facilitation of processes for sub-awards, capacity building for staff and implementing partners, ensuring that proper systems are in place to facilitate smooth and timely submission of internal and donor reporting (both financial and program), close out requirements and ensuring accountability is an integral part of the operation. This position supervises the maintenance of project grant and sub-grant files.

This position reports to ACD-Emergency and has a technical reporting line to the CO Finance Controller.

Responsibilities and Tasks

1. Ensure the Country Office meets the contractual fiscal and administrative standards of donor emergency contracts

- Perform detailed audit review of selected emergency grants, as determined by the Country Director, with special attention to procurement processes and supporting documentation, specific donor compliance requirements, and quality of reporting;
- Advise the Country Director in writing of identified deficiencies supported by corrective recommendations. Share findings with the Deputy ACD-Emergency /team leaders
- Provide constant follow-up, guidance and support, as appropriate to help ensure required remedial actions are taken by others in a timely manner.

2. In support of Program Team, collaborate with various stakeholders and/or facilitate key G&C program and financial processes from proposal development stage, monitoring, reporting and close out.

PRE-AWARD

- Contribute to the development of grant proposals, in close cooperation with ACD Team Leaders, Sector Specialists, Program Support (finance, operations/logistics, human resources) to ensure all grant proposals meet quality assurance criteria.
- Encourage and support ACD that proposals are developed in close collaboration with partner and/or proposals are developed based on strategic objectives, gaps/needs on ground and to foster transparency CARE's relationship with implementing partner.
- Reviews draft grant agreement and IPIA and prepares grants long/short form checklists, which will enable identification of exceptional items which require approval by SMT, RMU / HQ, and Facilitate submission of the same to RMU or HQ when required.

AWARD PERIOD

- Work with the ACD and Finance Controller on grant orientations.
- Support Deputy ACD-E and Provincial Team Leaders in the development of program plans (DIP and GANTT charts) and budget plans (operational, quarterly, annual pipelines).
- Supervise the Project Finance Manager and G&C Manager in consolidating the financial and program information, including donor or other reporting requirements.

- Supervise maintenance of grants related information and track donor and other stakeholder reports requirements. This includes supervision of the processes to maintain updated central grants files/information.
- Coordinate with Team Leaders, Project Managers, etc to develop processes that enable central monitoring of program deliveries and budget results. This will assist CO SMT in tracking project results and compliance with donor & CARE requirements.
- Provide pro-active diagnosis for potential problems/issues including non-compliance issues and raising to appropriate management level for resolution where required.
- Act as a resource about grant compliance issues related to donor requirements.
- Participate in in-country office meetings to discuss ongoing and future programmes.

CLOSE-OUT

- Assist Team Leaders, Project Managers and ACD in grant close out processes, including final donor reports preparations.
- Ensure all grants related documents & information are appropriately collated for future audits and verifications.

3. Coordinate with Program Teams to complete technical and financial processes on sub-awards and provide appropriate guidance and oversight to ensure compliance with donor requirements and CARE policies and procedures.

- Ensure sub-grants are managed in alignment with CARE's grant management standards, as per Job Responsibility #02.
- Leads the review of proposals and checks for compliance to donor program and financial requirements.
- Ensures linkage of sub-award SOW and budget proposals with the main grants objectives and budgets.
- Ensures Due Diligence Processes and CARE required assessments are adhered to.
- Supervises to ensure timely preparation of partner sub- agreements.
- Supervises G&C Manager's team to ensure tracking and timely submissions of sub-grantee reports. Oversight review and approval of the PFM team's certification of sub-grantee expenses.
- Convene periodic meetings with ACD, Sector Specialists, Team Leaders and other relevant staff on discussion around sub grant statuses, relevant issues, capacity building needs and corrective action plans.
- Assist in sub-grant close out procedures and ensure documentation of final close out certification with sub-grantees.

4. Internal and sub-grantee capacity building and audit follow ups.

- Organizing and conducting grant and sub-grant start-up/close-out processes/workshops including training/orientation on budgets, project implementation/results based activities, monitoring and evaluation and other relevant requirements.
- Develop appropriate training tools and on an on-going basis offer/conduct training and capacity building to staff and implementing partners on program/grant compliance and accountability systems and requirements, where needed.
- Coordinate the sub-grant pre-audits and external audits.
- Follow ups on the sub-grantee audit question costs.
- Develop Corrective Action Plans for sub-grantee based on the audit report findings and onwards follow up.

5 Supervise the processes for budget management and reporting for Emergency Project

- Under technical supervision of Finance Controller, ensure updated budget information in the financial system by working with the Project Finance Manager on consolidation of Project budgets into annual or quarterly budget pipelines.
- Coordinate trainings to non-finance staff to encourage awareness of proper budget management.
- Ensure update the Project's quarterly match report, if applicable.
- Monitor and provide appropriate follow up actions in coordination with the Finance Dept for collection of donor receivables or settlement of donor payables in a timely manner.

6.

Information knowledge management and monitoring and evaluation for Emergency projects

- In conjunction with Team Leaders, Project managers, sector specialist collect M&E and project related data for input into central grants and sub-grants database.
- Conducting monitoring and support visits to grant projects as needed to report and resolve grant management issues (e.g. Compliance with donor requirements).
- Ensure comprehensive grant and sub-grant files are maintained and up to date and are available for use.
- Ensure all relevant staff, including incoming staff, receive copies of all documentation (grant proposals, budgets, reports, evaluation reports etc).
- Keep informed on monitoring and evaluation techniques and support tools which can be shared with program staff.

7. Human resources

- Writes/revises Job Descriptions.
- Interviews and selects G&C staff with input from others. Orients, trains and coaches staff. Recommends or initiates personnel actions such as merit increases, promotions, transfers etc. Completes all performance management activities including: performance planning, monitoring and 90 day, six month and annual APAAs.

Key Internal Contacts

ACD, Financial Controller, internal auditor, G&C Managers, team leaders, project managers

Key External Contacts

CI members, Partner focal points/managers

Reporting lines

Reports to ACD

Selection Criteria

Core Competencies

- People Skills: Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- Communication Skills: Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
- Integrity: Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- Work style: Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- Knowledge and skills: knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- 3 – 5 years humanitarian aid experience.
- Multiple language skills desirable.

Technical Competencies required for this position are

- Excellent planning, organizational, and analytical skills;
- Strong financial management skills;
- Ability to prioritize workload whilst maintaining a high standard of work;
- Fluency in English language and written communication;
- Experience and familiarity with key donor policies and procedures;

- Ability to effectively liaise and coordinate with various stakeholders including key internal units and external clients such as partners or donors;
- Firm belief in teamwork, gender equality, participatory approach and sustainable development.
- Strong interpersonal skills to work effectively as part of Emergency Team, cross cultural and politically sensitive setting.
- Understanding and experience managing information databases.
- Proficiency in another language relevant to the region.